



Minutes of Meeting Held on 20th November 2024

Present:

Committee

Brian Godfrey – Chairman
 Carolyn Frostwick – Treasurer
 Chloe Shuttlewood – Secretary
 Jenny Sandars – Bookings Clerk
 Lyn Easton – Medbourne Parish Council

In attendance

Meriel Godfrey, Caretaker

Members of the public

Ian Everitt, Scouts representative

			Action
1		Apologies for Absence: Fiona Smith, Tom Price	
2		Minutes of Previous Meeting The Minutes of the meeting held on 16 th October were approved and signed by the Chairman.	
3		Matters arising from the Minutes	
	3.1	Lawn mowing – LE will get a quote from ABC Gardens for this.	LE
	3.2	Kitchen snagging – the work took place over half term, and a water smart meter has also been installed to replace the old and faulty one. A decorator needs to come and finish the snagging work on the new window when they are available (weather permitting).	
	3.3	The refurbishment of the sash windows is almost complete. SGS Woodworking (who carried out the work) did a fantastic job, and did more work than was quoted for but kept the price as quoted. The Medbourne Educational Foundation (MEF) will include and pay for painting the windows next year along with the outside decorations to the adjoining building as agreed by the Trustees – ref Tom Price.	TP
	3.4	The advert for the Harborough Lotto was sent out to the village via the Dear Medbourne email, and this has resulted in six new people buying tickets. The Secretary was congratulated for her efforts. A repeat will be planned in a few months.	CS

	3.5	Car parking/Nevill Arms issue – BG and LE are yet to meet to discuss this.	BG/LE
	3.6	Leaking toilets – the plumber has not yet sent a quote but it is expected imminently. The work is essential due to the potential risk of further overflow, flooding and damage from old and worn out cisterns in the boys’ toilets.	
	3.7	The boiler has been serviced. Post meeting note: no charges due.	
	3.8	The statutory annual fire extinguisher checks have been completed, and the automatic outside light has been fixed.	
	3.9	The old kitchen fridge was sold on eBay; there being no interest from advertising it in the village.	
	3.10	The floor of the small hall was damaged during an event (the full and locked Preschool cabinet was dragged/temporarily re-located into the small hall without permission). As the floor was only sanded and sealed in February, the hirers have accepted liability and sent payment to cover the full damage costs in light of the damage deposit paid in advance and also paragraph 7 in the standard conditions of booking, a copy of which they had been sent on confirmation of the booking (which states that the hirer is liable for any/all damage to the hall). Half of the floor is to be sanded and sealed to blend the repair with the rest of the floor and this will be organised at a suitable time when access can be arranged over 2 to 3 consecutive dates.	
4		Chairman’s Report (including governance issues)	
	4.1	Leicestershire County Council will be sending members from the Health Inequalities Team and Leicestershire Healthwatch to attend Monday teas on 25 th November. This will be an informal drop-in session for people to raise wellbeing issues. In future their representatives will be expected to communicate through a Village Hall Committee member to advise if they anticipate attending in the future, so that people can be properly informed.	BG
	4.2	BG and FS carried out the Risk Assessments; these will be circulated and discussed at the next meeting/New Year.	BG/FS
5		Treasurer’s Report (including Restoration Fund/Appeal) The accounts show a current surplus of £2,960. The largest expense in the last month was the payment for repairs to the windows in the small hall, as agreed at the last meeting (cost £2,040). Subject to the final retention payment of £1,200, the renovation projects have been completed. The total funds held are £28,677.90. On behalf of the Committee, the Treasurer would like to thank Medbourne WI for their kind donation of £50 towards the purchasing of new pans for the kitchen. Their support is much appreciated.	CF

6		Caretaking/Maintenance/Defibrillator	
	6.1	The fire alarm system has been tested.	
	6.2	The defibrillator has been checked and is fine.	
	6.3	MG had to do some extra cleaning in the hall plus a lot of admin for the wedding which took place in October.	
	6.4	BG raised the issue that £150 is not sufficient for a damage deposit for weddings. The Committee were all in favour of raising this to £500. Wedding booking Terms & Conditions are to be updated to reflect this.	BG
7		Bookings Usual bookings; not many new bookings this month.	
8		Forthcoming Events Sunday 1 st December, 5pm: Switching on of the Christmas lights. The Events team met after the Committee meeting to discuss progress on organising this event.	
9		Any Other Business Ian Everitt asked whether the heating could be turned on half an hour before Squirrels arrive, as the space has felt cold. CF asked whether the Committee could share a directory of trusted traders with the rest of the village. This will be done through online channels. BG mentioned that we are using three times less kWh of gas in the year since the new boiler was installed; however, members were reminded that the price per kwh had tripled since the new 3 year contract with 'British Gas Lite' began in June 2023. Usage will continue to be closely monitored.	MG BG
10		Public Question Time None.	
11		Date of Next Meeting 18 th December at 7pm – TBC. The Committee will be informed if the December meeting will go ahead or not.	

There being no further business the meeting closed at 20:10.